



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

PUBLIC WORKSHOP NOTICE

April 5, 2005

TO: INTERESTED PARTIES
FROM: EXECUTIVE OFFICER / APCO
SUBJECT: **PUBLIC WORKSHOP on DISTRICT TRADE
SECRET INFORMATION PROCEDURES**

The staff of the Bay Area Air Quality Management District will conduct a public workshop to discuss the District's procedures for handling and responding to Public Records Act requests for trade secret information. The workshop will be held on **Thursday, April 28, 2005, in the 4th Floor Toxics (West) Conference Room from 2:30 pm to 4:30 pm** at the District Office, 939 Ellis Street, San Francisco.

The District's procedures for responding to Public Records Act requests for trade secret information are found at Division 1, Section 11.3 of the District's Administrative Code. The Administrative Code is available online at: www.baaqmd.gov/hro/administration_code.pdf.

The District is not currently proposing a revision to these procedures. The District staff will consider recommendations made at the workshop or in writing submitted to the District by May 31, 2005, and based upon this consideration may propose changes to its procedures at a later date.

Any questions or comments regarding the scheduled workshop or District's trade secret information procedure should be directed to Adan Schwartz, Senior Assistant Counsel at (415) 749-5077, or sent electronically to aschwartz@baaqmd.gov, or in writing to Adan Schwartz, BAAQMD, 939 Ellis Street, San Francisco, CA 94109.

The Bay Area Air Quality Management District office is
located 6 blocks north of Civic Center Plaza off of Van Ness Avenue

PUBLIC TRANSPORTATION

**MUNI - #42, 47 AND 49 NORTH AND SOUTH ON VAN NESS AVENUE
BART - CIVIC CENTER STATION, 8th AND MARKET STREETS**